



Department of Housing and Community Development

August 30, 2006

NOTIFICATION OF VACANCY

**HOUSING POLICY MANAGER
(Policy & Planning Specialist III)**

POSITION #00337

LOCATION:

**DHCD
501 N. 2ND STREET
RICHMOND, VA 23219**

SALARY RANGE:

\$49,473 - \$80,000 Annually

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development is seeking a Housing Policy Manager to provide policy analysis, program planning and design, program reporting, evaluation, research and data collection that will ensure that the Division of Housing's programs and services address clients' needs and priorities and comply with agency, state and federal regulations and requirements. This position will work closely with the Deputy Director for Housing and division staff to deliver housing programs and services that meet client needs in an effective and efficient manner.

QUALIFICATIONS GUIDE:

Considerable knowledge of state and federal housing programs including HOME, HOPWA, ESG and McKinney programs. Considerable knowledge of requirements for HUD's Consolidated Plan process, including the annual action plan, CAPER, and their interface with the IDIS data system; the state plan to end homelessness; the annual SuperNOFA and other federal program structure and reporting requirements. Considerable knowledge and experience in developing successful grant applications such as Continuum of Care for the balance of state. Considerable experience in using client input and data analysis to develop effective program designs. Strong ability to research and analyze data and make recommendations for state housing policy. Strong written and oral communication skills. Demonstrated ability to read, interpret and apply state and federal laws, guidelines and regulations. Ability to manage multiple and diverse program requirements and meet a variety of deadlines. Significant problem solving abilities and capacity to apply problem solving to program specific situations. Strong computer skills required including ability to develop and use complex spreadsheets and databases. Experience in state budgeting and the legislative process preferred. Degree in housing, urban and regional planning, or related field preferred or equivalent combination of training and experience.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM AT <http://jobs.virginia.gov/> BY SEPTEMBER 22, 2006.

***For additional information contact our Human Resource Office, at (804) 371-7000
Equal Opportunity Employer***